



Manager's Report

for Council Meeting of November 9, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

All A's Tutoring Inc
Benchmark Consulting LLC
Blue Ridge Power Sweeping
Game Development Consulting LLC
Genesis Consulting LLC
Intelligence Consulting Enterprise Solutions Inc
Katia's Daycare
Loudoun Tile & Home Repair
On The Go 4 U
Precision Model Horse Prepping
Rachelle's Daycare
Red Sled Productions Inc
Riley, Traci
Roy E Adams & Co of Virginia
Sheena's Daycare
Triton Landscape Design Inc
White & Ivory (Fine Jewelry)

HUMAN RESOURCES

New hires, promotions, transfers & separations for the period of October 20 – November 2, 2004:

New Hires

Cruz, Cheryl
Melendez, Jorge
Duplan, Joseph

Position

Staff Accountant
Utility Maintenance Worker II
Utility Maintenance Worker II

Department

Finance
Utilities
Utilities

Promotions

Transfers

Separations

Resignations:

Position

Department

Retirements:

Terminations:

Manager's Report
PLANNING, ZONING & DEVELOPMENT

-2-

November 9, 2004

PLANNING DIVISION

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: OCTOBER 20, 2004 – NOVEMBER 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
International Pavilion	Special Exception	1 st	
Edwards Landing, Phase 1, Sheet 24B	Revised Landscape Plan	2 nd	
Fort Evans Road Improvements	Capital Improvements Plan	1 st	Various public road and utility improvements along Fort Evans Road
Rosebrook/Johnston Property Subdivision TLCD-2003-0002	Construction Drawings (Signature Sets)	4 th	Construction of 20 single family detached dwelling units
Rosebrook/Johnston Property Subdivision TLFS-2003-0002	Deed	1 st	Construction of 20 single family detached dwelling units
Church of Latter Day Saints at Potomac Crossing TLPF-2004-0022 (Corner of Battlefield Parkway/Balls Bluff Road)	Preliminary/Final Development Plan	1 st	Construction of a 16,600 square foot church and related infrastructure
Oaklawn, Sycolin Road-Phase 1 TLPF-2004-0020	Preliminary/Final Development Plan	1 st	
Virginia Village, Parcel A, Lots 11-13 TLDW-2004-0006	No Adverse Impact Plan	2 nd	

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: OCTOBER 20, 2004 – NOVEMBER 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Villages at Leesburg/Office Use	Preliminary/Final Development Plan Authorization	1 st	
Villages at Leesburg/Russell Branch Parkway	Preliminary/Final Development Plan Authorization	1 st	
Edwards Landing, Phase 1, Sheet 24B	Revised Landscape Plan	2 nd	
Turner Wilson (100 block of Lawson Road)	Construction Drawings	5 th	Construction of 16 single family detached dwelling units
Kincaid Forest Commercial TLZM-2004-0006 (at Kincaid Boulevard/Battlefield Parkway, SE)	Rezoning	1 st	Proposal to construct 38 townhouse dwelling units and related infrastructure

PLANS APPROVED OR RECORDED DURING THE PERIOD OF: OCTOBER 20, 2004 – NOVEMBER 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
None at this time			

ZONING DIVISION

Zoning Permits Issued Residential

Potomac Crossing Section 10 - 8 SFA - \$55,000

Zoning Permits Issued Commercial

241 Fort Evans Road, Leesburg Outlet Mall - awning for the Pottery Barn - \$10,000

659 Potomac Station Drive, Potomac Station Retail - interior fit-up - \$15,000

300 Fort Evans Road - interior fit-up - \$5,000.

548 E Market Street, Leesburg Plaza – interior alterations - \$209,000

111 Cornwall Street, Loudoun County – interior alterations - \$24,500

Occupancy Permits Issued Residential

Edwards Landing - 2 SFD

Potomac Station - 3 SFA

Stowers - 3 SFD

Special Exceptions: 23 Active or Under Review for Acceptance

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant requested staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant requested staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004. Second submission review comments were mailed to the applicant on August 25, 2004. Staff is awaiting re-submittal with corrections and modifications.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
6. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. Third submission plans received on October 1, 2004. Third submission referral comments are being distributed to the applicant.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The

application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. Third submission referral comments are being distributed to the applicant.

8. TLSE-2004-0008 Meadowbrook Bank Drive-thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. The applicant indicated a target date of November 15, 2004 for submission of revised plans.
9. TLSE-2004-0009 Meadowbrook, Bank Drive-thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. The applicant indicated a target date of November 15, 2004 for submission of revised plans.
10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. The applicant indicated a target date of November 15, 2004 for submission of revised plans.
11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop-patrons. The application was submitted on April 8, 2004, resubmitted on May 4, 2004 and rejected for acceptance on May 12, 2004. The application was resubmitted and accepted for review on October 5, 2004. Referral comments are due on November 5, 2004.
12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, revised plans were received on October 5, 2004 and referral comments are due on November 2, 2004.
13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and referral comments are due November 5, 2004.
14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and referral comments are due November 5, 2004.
15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-thru: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests a

3,000 square foot fast food restaurant with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and referral comments are due November 5, 2004.

16. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place, N.E. The applicant, Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. Plans were resubmitted and accepted on September 20, 2004. Staff comments were issued on October 1, 2004.

17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

22. TLSE-2004-0024 Village at Leesburg – Bank with Drive-thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July

21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004.

25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. The application was revised, resubmitted, and officially accepted on August 5, 2004. First submission reviewed comments mailed to applicant September 14, 2004. The second submission was received October 14, 2004 and the application has been referred to staff for comments.

26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004 and officially accepted for review on July 14, 2004. The first submission review comments mailed to the applicant on August 24, 2004.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is waiting for plans to be resubmitted. On October 26, 2004 an extension of the twelve-month review deadline was granted by the applicant

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and staff comments were issued on July 28, 2004. Staff is waiting for plans to be resubmitted. The applicant has indicated a target date of November 15, 2004 for submission of revised plans.

4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 South King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, officially accepted for review on July 28, 2004 and first submission review comments were forwarded to the applicant on September 17, 2004.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight town home dwelling units for 20,040 square feet of commercial/ office/ retail space. The application was officially accepted for review on October 1, 2004 and first submission referral comments are due on October 29, 2004.

Town Plan Amendments: 3 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and second submission reviews were forwarded to the applicant on August 3, 2004. On October 26, 2004 an extension for the twelve-month review deadline was granted by the applicant.

2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and staff comments were issued on July 28, 2004. The applicant has indicated a target date of November 15, 2004.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). Applicant KSI Services, Inc. seeks to

amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission reviews were forwarded to the applicant on September 17, 2004.

Zoning Ordinance Amendments:

1. ZOAM 2004-0003: Council initiated amendments to various sections of the Zoning Ordinance at the October 26, 2004 to permit a Temporary Commuter Parking Lot with performance standards in the B-2 district. A joint public hearing is scheduled for November 23, 2004

WATER & SEWER ADMINISTRATION**During this time frame:**

- 36 Public Facility Permits were issued totaling \$431,352.00
- 39 work orders were issued for meter sets
- 29 requests for occupancy inspection were issued

Capital Projects Update:

- Eight plans were received and reviewed with one request for water and sewer system computer modeling received.
- The 90% construction plans for the expansion of the water plant have been received and are under review.
- Responses to the water and sewer rate study have been received. A total of 12 firms have submitted proposals for this project.
- Staff attended several meetings with developers regarding proposed development plans.
- Staff applied for a 50% state grant for study of Enhanced Nutrient Removal at the Water Pollution Control Facility.

UTILITY LINES DIVISION**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marked water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

Summary Programs:

- Staff performed complete maintenance on 41 fire hydrants.
- Staff completed 34 connections to town utility system.
- Staff completed 5 Total number of water leak repairs.
- Staff responded to 659 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of November 2, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Capital Projects</i>	1	Senior Engineer – Capital Projects	7/1/04	√	√	√			
<i>Econ Dev</i>	1	Downtown Coordinator	7/1/04	√	√	√	√	√	
<i>Executive</i>	1	Executive Associate I	7/9/04	√	√				
<i>Finance</i>	1	Administrative Assoc I	7/1/04	√	√				
<i>Eng & PW</i>	1	Senior Engineer (readvertise 7-23-04)	7/1/02	√	√				
	1	Asst. Street Superintendent	6/11/04	√	√	√	√		
	1	Maintenance Supervisor		√	√	√	√	√	√
	1	Maintenance Worker I	7/1/04	√	√				
	1	Senior Engineer-Stormwater Management	7/1/04	√	√				
<i>HR</i>	1	Administrative Assoc I	09/16/04	√	√	√	√	√	√
<i>P&R</i>	1	Recreational Program Supv	09/07/04	√	√	√	√		
	1	Front Desk Supervisor	10/25/04	√					
	1	Police Officers (Multiple)	7/1/04	√	√				
	1	Communication Technician	7/1/04	√	√				
	1	Communication Technician	6/24/04	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√	√	√	√	√
	1	Maintenance Worker II	6/11/04	√	√	√	√	√	√
	1	Maintenance Worker III	6/15/04	√	√	√	√	√	√
	1	Maintenance Worker III	7/1/04	√	√	√	√	√	√
	1	I&I Technician	7/30/04	√	√	√	√	√	√
<i>WPCD</i>	1	Utility Plant Operator	11/12/04	√					
	1	Utility Plant Supervisor	11/2/04	√					
TOTAL	23								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

John A. Wells